

## Withdraw or Change an Enrollment in MySCLearning

1

### Log in to MySCLearning and open the *Learning* page

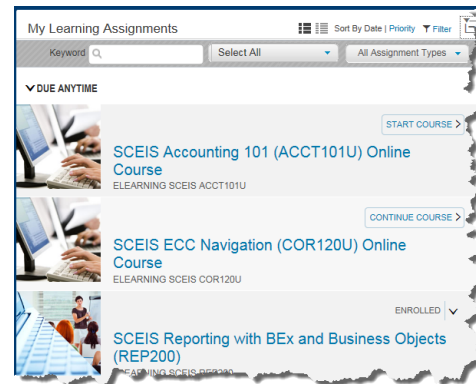
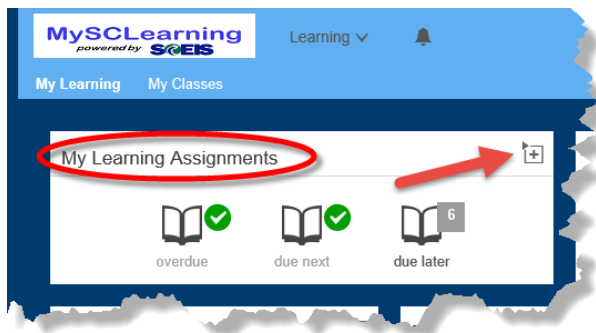
In Internet Explorer, go to <https://myscemployee.sc.gov>, and log in with your SCEIS user ID and password. Click on the *MySCLearning* tab. Then open the *Learning* page.

2

### View your enrollments

Find your courses in *My Learning Assignments*, or in *Self-Assigned*.

Use the *Plus* icon to expand the list.

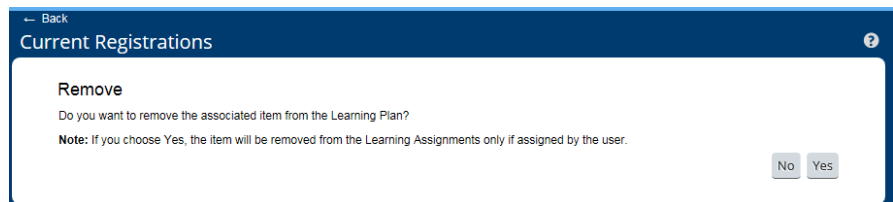
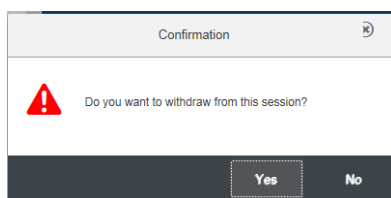
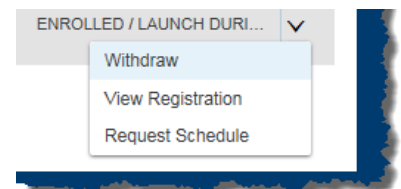


3

### Withdraw from a class *date*

Beside the course title, click the down-arrow on the right. Click *Withdraw*.

**TIP:** If you enrolled yourself, you will be able to withdraw yourself. If 'Withdraw' is not available, contact the person who enrolled you, or send an email to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).



At the *Confirmation* box, click *Yes* to confirm your withdrawal request.

At the *Current Registrations/Remove* box, select either:

- No to keep the course (though not the class date) in your Learning Plan; or,
- Yes to remove the course from your Learning Plan.

4

### Register for a different class date

Repeat the same registration steps as before.

**IMPORTANT!** Enroll for **NO MORE THAN ONE CLASS DATE** of any course. Your enrollment reserves a seat for you, in a classroom with limited seating. Similarly, if you can't attend, **WITHDRAW** as soon as possible to release your seat for another participant.

